



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-K

SEP 16 2004

Dear Voyager Charge Card Merchant:

The Defense Energy Support Center (DESC) is the Program Management Office for the Department of Defense (DoD) fuel cards, which includes the Voyager Fleet Card. Recently, DoD has learned of misuse of Government fuel cards, and criminal investigations of misuse are ongoing. For instance, persons have purchased cell phones, prepaid telephone cards, food, cigarettes, alcoholic beverages and fuel for personally owned vehicles. These items **are not authorized purchases** under the fuel card programs and result in a cost to taxpayers.

DESC needs your help in identifying such unauthorized purchases. The fuel card is only authorized to buy fuel and maintenance for government-owned or leased vehicles. If you observe use of this card for any unofficial purposes or witness an attempt of someone to try and make charges outside what is authorized, please notify DESC by calling 1-800-2-TOPOFF, menu extension #3, (fuel card issues), and leave a message. Please provide us with information such as credit card account number, location, date and time of the purchase. The following items are authorized supplies and services, in accordance with paragraph C16.2 *Authorized Supplies and Services, DoD Manual 4140.25-M*:

The DoD Fleet Credit Card will allow transactions for the following supplies and services (as authorized by agency policy):

- C16.2.1.1. Fuels: Gasoline, gasohol, regular unleaded, premium unleaded, special unleaded, diesel/diesel marine fuel, propane, and liquid petroleum gas including CNG, ethanol and methanol, E85, and bio-diesels.
- C16.2.1.2. Lubricating services and lubricants (includes differential and transmission fluids).
- C16.2.1.3. Antifreeze (ethylene glycol).
- C16.2.1.4. Air and oil filters and servicing.
- C16.2.1.5. Batteries and battery charging.
- C16.2.1.6. Tires and tire and tube repairs.
- C16.2.1.7. Washing and cleaning.
- C16.2.1.8. Mounting and dismounting snow tires and chains.
- C16.2.1.9. Replacement of spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.



Lastly, please do not use the product code of "miscellaneous" on any sales made with the DoD Voyager Fleet Card. The miscellaneous sales category is considered suspicious by the DoD Inspector General personnel, and is not considered an authorized purchase under the DoD Fleet Card program.

If you have questions about authorized fuel or maintenance service charges you may call Don Williams at 703-767-9552 or email Donald.Williams@dla.mil. Your cooperation in this matter will help us to control costs and decrease fraud and misuse of government charge cards.

Sincerely,



KEVIN M. AHERN
Fuel Card Program Management Officer

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